



PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

July 9, 2019

Arlen Berkey
PO Box 1545
McMinnville, OR 97128

Re: Docket MP 3-19

Dear Mr. Berkey:

This is to advise you that the McMinnville Planning Department has received and carefully studied your application (MP 3-19) to partition an approximately 0.56 acre parcel of land into two (2) parcels approximately 8,231 and 16,188 square feet in size. The subject site is located at 2690 NE Destiny Drive (Tax Lot 209, Section 22DC, T. 4 S., R. 4 W., W.M.) The Planning Department reviewed your application against the criteria of Section 17.53.060 (Submission of Tentative Partition Plan) and Chapter 17.15 (R-2 Single Family Residential Zone) of the McMinnville Zoning Ordinance.

Under the provisions of Section 17.72.110 (Applications – Director’s Review with Notification) of the McMinnville Zoning Ordinance, notice of the proposed minor partition application was provided to property owners within 100 feet of the subject site and partner agencies. The Planning Department did not receive any public testimony on the proposed minor partition during the public comment period.

Based on the material submitted and the Planning Department evaluation, I have **APPROVED** your request for a minor partition (MP 3-19), subject to conditions.

Attached is the land-use decision with the Findings of Fact and conditions of approval for your records. The conditions of approval are also outlined below:

1. The applicant shall submit a draft copy of the partition plat to the City Engineer for review and comment which shall include any necessary cross easements for access to serve all the proposed parcels, and cross easements for utilities which are not contained within the lot they are serving, including those for water, sanitary sewer, storm sewer, electric, natural gas, cable, and telephone. A current title report for the subject property shall be submitted with the draft plat. Two copies of the final partition plat mylars shall be submitted to the City Engineer for the appropriate City signatures. The signed plat mylars will be released to the applicant for delivery to McMinnville Water and Light and the County for appropriate signatures and for recording.
2. The applicant shall submit to the City Engineer, for review and approval, a utility plan for the subject site. At a minimum, this plan shall indicate the manner in which separate sanitary sewer, storm sewer, and water services will be provided to each of the proposed lots. Each lot will need to be served by a separate connection to a public sewer main.

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Easements and maintenance agreements as may be required by the City Engineer for the provision, extension and maintenance of these utilities shall be submitted to the City Engineer for review and approval prior to filing of the final plat. All required utilities shall be installed to the satisfaction of the responsible agency prior to the City's approval of the final plat.

3. The applicant will need to pay the current cost to install a water meter when water is requested. A ¾" water service exists near the new parcel division to serve this new parcel. Note the largest water meter that can be installed is a ¾" in this existing service. If the total fixture unit count requires a larger meter, a new water service would be required at the applicant's cost.
4. The applicant shall contact McMinnville Water and Light for cost and construction requirements to install permanent power to new lot established by partition.
5. That approval of this tentative plat will expire 12 (twelve) months after the date of issuance of this letter. If the final plat has not been submitted prior to expiration of the tentative plat, or a written request for an extension of this approval has not been submitted and approved within that same period, the applicant must resubmit a tentative plat for further consideration, and comply with regulations and conditions applicable at that time.
6. This partition will not be considered a legal partition until such time that a copy of the recorded document is provided to the City of McMinnville's Planning Department.

This letter shall act as official notification of my decision. Pursuant to Section 17.72.170 of the McMinnville Municipal Code, a decision by the Planning Director may be appealed to the Planning Commission within fifteen (15) days of the date of this letter. If no appeal is filed with the Planning Department on or before July 24, 2019, the decision of the Planning Director will be final.

If you have any questions regarding this matter, please feel free to contact me at (503) 434-7311.

Sincerely,



Heather Richards, PCED
Planning Director

HR:sjs

c: Mike Bisset, Community Development Director

Attachments: *DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A MINOR PARTITION AT 2690 NE DESTINY DRIVE (Docket MP 3-19).*